

**Legislative Host Information 2005**  
**Placement Week November 15-19, 2004**

Office Name: Office of Management & Budget, NOAA Fisheries

Position Title: Program Analyst

How many total staff are in your DC office? (Select one option, mark with X)

1-5	
6-10	
> 10	X

Have you previously hosted a Sea Grant fellow (Select one option, mark with X)?

Yes	
No	X

If yes, how many Fellows have you hosted?

Does your office accept non-United States (foreign) citizens? (Select one option, mark with X)

Yes	X
No	

**Office Overview**

***Mission Statement:***

Provides advice to the Assistant Administrator and the agency's Leadership on agency-wide objectives, measures of accomplishment, and the distribution of resources among the agency's management units.

***Brief Overview of Your Office's work:*** The NOAA Fisheries Office of Management and Budget is responsible for supporting the agency's administrative processes, budget formulation and execution, strategic planning, facility management, grants coordination, financial services, organizational development and human resource management. In order to accomplish these administrative, planning and monitoring objectives, MB is comprised of five Divisions:

MB1: Budget Execution Division

MB2: Management and Administrative Division

MB3: Program Planning and Evaluation Division

MB4: Budget Formulation and Appropriation Division

MB5: Financial Services Division

Do you have partnership projects, multi-agency workgroups, or working relationships with other offices? Please list.

Educational Partnership Program
NOAA Grants Council
NOAA Training and Workforce Management Committees

**Assignment Description.**

*It is understood that the fellow's specific responsibilities will be tailored to his/her unique skills and interests. Please articulate probable assignments and duties and the education/professional development that these tasks will bring to the fellow.*

Estimated Fellow Travel, Out-of-Office: (Select one option, mark with X)

0 days / month	
1-3 days / month	X
4-7 days / month	
8-10 days / month	
> 2 weeks / month	

Does this position require mandatory skills: No

Desired Background Skills: Please list

Strong written and analytical skills, including excellent editing expertise
Strong oral communication skills
Willingness to engage in multiple tasks with short-term deadlines
Knowledge of Microsoft PowerPoint software, Excel spreadsheets, Access Databases or other related knowledge and computer skills

Please list the House/Senate offices & committees with which you work closely.

House Appropriations Committee	
Senate Appropriations Committee	

In 300 words or less, please describe the tasks, duties, or projects the fellow will undertake, the skills a fellow will gain, and the deliverables a fellow can expect to produce from completing these tasks.

The Fellow will assist in the review of program plans and evaluate program performance and resource use for the development of recommendations and advice for management on program activities, goals, and priorities. They will assist in developing and conducting analyses to support requests for resources through the planning, programming and budgeting process. This may entail developing program descriptions and narrative justifications of budget requests and/or reprogramming statements, evaluating resource needs for programs consistent with Agency budget and mission, and advising management on program priorities for funding and/or policy. The Fellow may be called upon to analyze and evaluate the effectiveness of programs in meeting established goals and objectives or to assist in evaluating and developing NOAA Fisheries submissions to Congress and reviewing material for consistency with NOAA Fisheries' policies, performance measures, strategic goals, and authorized budget. The Fellow may carry out assignments in response to incoming comments or requests for information from Congress, OMB, the Department, or NOAA.

Work in the NOAA Fisheries Office of Management and Budget will afford the Fellow with an overview of all NOAA Fisheries programs as well as the opportunity to learn the internal workings of the budget and administrative functions that support the Agency's work. The

Fellow will learn first-hand about Congressional influence over budgetary decision-making within the Executive branch and be exposed to numerous controversial and politically sensitive issues related to the multiple-use and protection of marine resources.